



## ETV - ANNOUNCER/PRODUCER SENIOR

### **CHARACTERISTICS OF WORK:**

This is creative and professional work that involves interaction with the MPB audience and the production of program materials for MPB. This work entails producing ongoing or special series and features, completing technical logs and records and serving as MPB program producer and host. Incumbent assists supervisor in administrative functions and operational functions of the department.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

#### **Experience:**

Three (3) years of experience in work related to the described duties.

**OR**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Seven (7) years of experience in work related to the described duties.

### **Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis.

### **Note:**

Example of work recordings required when contacted for an interview.

## **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

## **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Air Shift Proficiencies:** The knowledge, skills, abilities, and willingness to effectively produce and host radio programs during air shift.

Demonstrates knowledge of and ability to select material appropriate for and relevant to subject matter of program. Demonstrates ability and willingness to conduct research of program subject matter. Exhibits ability and willingness to edit program material as well as recognize when such editing is appropriate. Demonstrates ability and willingness to produce and/or read promotional material, public service announcements, underwriting information and news reports. Demonstrates ability to adjust to and effectively handle programming changes during air shift, including, but limited to, such changes as equipment failure, weather reports, emergency announcements and breaking news stories. Demonstrates ability to effectively communicate to audience using proper enunciation and grammar. Effectively operates master control radio board and effectively utilizes production studios as well as playback equipment, computer sound files and other necessary equipment. Effectively maintains daily

log of all musical selections played during air shift as well as all other logging/reporting requirements. Effectively monitors network programs and reviews satellite programs in preparation for airing. Demonstrates knowledge of and properly complies with applicable FCC regulations, including, but limited to, emergency alert system (EAS) procedure. Demonstrates ability and willingness to effectively coordinate with other departments within the agency as well as with entities outside of the agency.

**Producer Proficiencies:** The knowledge, skills, abilities, and willingness to create, plan and develop MPB program ideas (or assignments) that meet the agency's mission to educate, entertain and enlighten.

Demonstrates ability to effectively communicate (orally and/or written) program ideas and their feasibility to management. Demonstrates willingness to assist in determining potential sources for program funding, including the collaboration with other organizations. Performs comprehensive research of subject to gain and ensure adequate knowledge and familiarity with subject. Demonstrates ability to manage a project by identifying all resources and components necessary to produce program, including budget, intellectual property, staff, talent, equipment, labeling, scripts, releases, locations and travel requirements. Effectively develops and/or manages budget that includes all possible costs associated with program, including contingency costs. Demonstrates ability to effectively schedule and coordinate all components of production. Creates a timeline mindful of all other productions. Creates contingency plans/schedule. Develops and/or writes script that effectively tells and/or conveys subject to audience demographic. Demonstrates ability to communicate effectively to all persons associated with project the steps and standards necessary to achieve goals. Demonstrates ability to effectively use equipment and software necessary to produce programs and/or segments. Demonstrates ability and willingness to effectively coordinate with other departments within the agency as well with entities outside of the agency. Ensures that completed program meets all applicable technical standards.

**Traffic Proficiencies:** The knowledge, skills, abilities, and willingness to oversee radio traffic functions.

Demonstrates ability to update daily program logs to reflect current programs, underwriters and special programs. Effectively and timely updates daily record log to inform operators of time and dates of programs to record. Effectively maintains database of underwriters. Prepares weekly report of scheduled underwriters. Properly schedules announcements of underwriting credits. Establishes and maintains effective file for logs. Effectively utilizes necessary software programs to capture appropriate programming from distributors. Effectively prepares tapes and labels for recording and playback. Monitors software programs for reports and impairment updates. Effectively stores and distributes pre-recorded tapes per scheduled playback times.

### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Produces and hosts MPB programs.
2. Maintains logs and reads prepared announcements.
3. Operates studio and production equipment.
4. Assists supervisor in the operational functions of department.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Reads prepared copy and speaks extemporaneously during radio broadcasts.

Researches, assembles, produces, and announces programs and program material as required during air shift.

Operates audio board equipment and keeps technical records.

Edits produced programming for inclusion in regular broadcast schedule.

Completes logs and records and prepares technical reports as required.

Monitors broadcasts for technical quality and assists in producing programs for air.

Produces feature and serial programming as assigned.

Assembles the necessary equipment to use at remote recordings

Records and edits remote programs.

Mixes edited material to produce a finished radio program.

Assists supervisor in the operational procedures of department.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.